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**Escorted Access Request: Licenced Operators to BT Premises**

**WARNING: Always download the latest version of this Application Form prior to submission**

(available under **BT Mobile Infrastructure Delivery ~ Enterprise**) (**This form is valid from 1st November 2020**)

**This form must be taken to site as evidence of site access permission**

(BT will not accept liability for any losses arising from its non-attendance subject to operational considerations)

**This form cannot be used for access to BT Radio Structures and does not permit Mast Climbing**

**Contact Details: Email:** [**olo.requests@bt.com**](mailto:olo.requests@bt.com) **Tel: 0800 389 5281**

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| --- | --- | --- |
| Section A: To be completed by L Operator / Contractor and emailed / faxed to the Telereal Customer Service Centre | | |
| Licenced Operator Name (LO) |  |
| Contractor Name |  |
| Date Requested |  |
| PO Number (PDF copy required) |  |
| Billing Entity (Who pays the fees)  \***Purchase Orders can only be raised by companies that have an account set up with BT** |  |
| Cell /Site Ref / ID |  |
| Letter of Authority in Place | **Y / N** |
| Requester Name, Tel and E-mail |  |
| BT Building Name and Site ID |  |
| BT Building Address and Postcode |  |
| Access Permit Number  **\*Permit Number ONLY Required for Reach** | **NB: Non-tower site, escort only – no permit to climb** |
| Appointment Date and Time (24hr clock) |  |
| Duration of Visit and Escort |  |

**Type of Visit - Please supply details, failure to do so may result in the request being rejected.**

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| **Request Type** | | **Y/ N** | | **Give Full Details and Reason** | **Fees (per 4-hour block)** |
| Operational Emergency ~ Option 1  **(Option 1: See Note below)** | |  | |  | £280 |
| Operational Emergency ~ Option 2  **(Option 2: See Note below)** | |  | |  | £560 |
| BT Roof Access | |  | |  | £280 |
| BT Building Facia Access | |  | |  | £280 |
| General Maintenance | |  | |  | £280 |
| Evidence of Roof Work  **(Competence provided)** | |  | |  |  |
| Operatives Names | | |  | |  |
| Operative Contact Number (Mobile) | | |  | |  |
| Alternative Emergency Number (Mandatory) | | |  | |  |
| **Note: Emergency Operational Fees Per Attendance:**  **Option 1:** Escort during normal working hours (8.00am to 5.00pm) for a period of up to 4 hours.  **Option 2:** Escort during out of hours Monday to Friday (5.30pm onwards), night time, weekend and Bank Holidays for a period of up to 4 hours. | | | | |
| British Telecommunications PLC will only give roof access to persons that have received flat roof training. A training certificate or a letter from the LO stating that their operative has received training and is competent to undertake work of this nature, in line with the HSE documents HS(G)150, Health & Safety in Construction is required to be forwarded to this office. Deployment / Installing works will only be accepted by the OLO Escorted Access Team if the application form is accompanied with a BT Site Share Reference Number, indicating that the works was managed by the BT Site Share Team and RAMS have been reviewed by them. | | | | |
| Section B: To be completed by CSC and emailed / faxed to originator when complete | | | | |
| CSC Job Reference Number:       Date and Time: 00:00 | | | | |
| Appointment Confirmed By: <Enter Agent Name> | | | | |
| Arrangements have been made regarding the above access request; a member of our FM field team will meet you on site at the following meeting point: <Meeting Point> | | | | |